



PREPARING MEMOQ SERVER FOR ACCESS FROM THE MEMOQ PLUGIN FOR SDL TRADOS STUDIO

for system administrators

on memoQ server version 2015 (7.8.119) and higher



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Preparing your memoQ server

You need to prepare a memoQ server before SDL Trados Studio users can access it through the memoQ plugin.

To prepare your memoQ server, do the following:

1. Install and configure memoQ server. For instructions, see the [Installing and managing memoQ server 2015](#) guide from the [memoq.com](#) website.
2. Set up the Resources API on the memoQ server. For instructions, see the [Setting up the memoQ server Resources API](#) guide from the [memoq.com](#) website.
3. Identify the users who will need access to the server from SDL Trados Studio. Add these users to the **Resource lookup via API/plugins** group.

If a user also needs to update translation memories, make her member of the **Resource update via API/plugins** group, too.

The screenshot shows the 'Group management' window in the memoQ server administrator. The window title is 'Server administrator - kb@c-3po.kilgray.com [7.8.114]'. On the left, there is a 'Category' list with 'Group management' selected. Below it is a 'Description' box stating: 'This panel allows you to manage custom groups and change the group membership of users.' The main area displays a table of groups with columns for 'Name' and 'Description'. A checkbox 'Hide deactivated items' is checked. At the bottom, there are 'Add', 'Edit', and 'Delete' buttons, and 'Close' and 'Help' buttons.

Name	Description
Administrators	Members can create/list/modify all existing projects, even if they are not added as a project ...
Everyone	Lists all users of the server.
Internal translators	Members can list and use all the translation memories and other resources created with defau...
Kilgray staff	
Kilgray SW architects	Software designers who need lookup access to loca TMs
Language Terminal vendors	Lists all vendors from your Language Terminal profile if single sign-on is configured.
memoQWeb external users	Members of this group are always allowed to access memoQWeb, even if not participating in ...
memoQWebTrans priority	Members of this group always get a license when they log in memoQWeb, even if that means...
Project managers	Members are allowed to create users and projects, and they can create/edit/delete/rename ...
Publishers	Members are allowed to publish their local resources on the server.
Resource lookup via API/plugins	Member have read-only access to translation memories and term bases from plugins that use ...
Resource update via API/plugins	Member have read and write access to translation memories and term bases from plugins that...
sso-testgroup	
Terminologists	Members can approve changes in moderated term bases; they get to list and use term bases ...

4. Identify the translation memories that these users will access. Make sure you grant them all necessary permissions so that they can look up – and possibly update – content in the TMs. For more information, see memoQ Help:

<http://kilgray.com/memoq/2015-100/help-full-en/index.html?permissions.html>

5. Make sure that your server has enough web licenses to serve the users who will access translation memories at a time.

Important: The number of web licenses on a memoQ server limits the number of users who can connect to that server from Trados Studio through the plugin. Each time a user connects, a license is taken from the pool, and every time a user disconnects, a license returns to the pool. To check

how many web licenses are available on your server, start the **memoQ server activation** program on the server itself (see the highlighted item on the screenshot below):

